

# JULIET R. KINGSLEY

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## EDUCATION

University of Virginia, Charlottesville, Virginia

Graduation - May 2022

**Major:** Media Studies and Cognitive Science with concentration in Computer Science

**Minor:** Astronomy

**Honors:** Dean's List, Order of Omega member, Alpha Phi member 2019-21, U.Va. in Valencia 2021

**Relevant Coursework:** News Media, Interactive Storytelling, Cybersecurity, Software Development Methods, Diversity and Identity in Media

## WRITING EXPERIENCE

Ringle, *English Tutor*, Virtual

August 2022 - Present

- Worked 1 on 1 with international children and adults, teaching professional and native English fluency, grammar, vocabulary, and pronunciation
- Lessons consist of cultivated materials, open-ended conversations, mock interviews, and writing revisions.

Cavalier Daily, *Copy Editor*, Charlottesville, Virginia

August 2018 - December 2021

- Edited, fact-checked, and revised articles for varying sections of the student-run paper before publication

Boylan Heights, *Social Media Manager* Charlottesville, Virginia

March 2020 – January 2021

- Photographed and edited meals, people, and locations, managed the company Instagram and other social media
- Communicated with local businesses and customers through direct messaging features

Alpha Phi Fraternity, *Executive Administrator*, Charlottesville, Virginia

December 2020 - December 2021

- Attended and wrote minutes during weekly Executive Council meetings, department meetings, and Chapter
- Tracked points and attendance at each Chapter and events for the Alpha Phi (195 members)
- Organized, oversaw, and ran Chapter events such as Initiation, Bylaw amendments, and philanthropic events
- Led weekly department meetings and delegated responsibilities assignments in the Administrative department

## ADDITIONAL EXPERIENCE

Boylan Heights, *Server*, Charlottesville, Virginia

March 2020 – May 2022

Asado Wing & Taco Company, *Server*, Charlottesville, Virginia

March 2020 - June 2020

Splendor's Gelato and Espresso, *Manager*, Charlottesville, Virginia

August 2019 - March 2020

- Managed sales associates during store hours, delegated tasks to workers, and dealt with administrative issues
- Opened and closed the store each shift (counted cash drawer, filed paperwork, organized the store)

Charlottesville SPCA, *Volunteer*, Charlottesville, Virginia

January 2014 – May 2017

- Held a position as a Junior Board Member, attended monthly meetings with the Board and staff members
- Cleaned, organized, and furnished cat and dog cages. Restocked items, managed laundry, maintained cleanliness
- Founded the Caring for Creatures Club at Albemarle High School, held position as President

Jefferson-Madison Regional Library, *Volunteer*, Charlottesville, VA

January 2012 – March 2016

- Designed, created, set-up and cleaned up crafts after events and read to children during reading programs
- Performed administrative tasks (printed and folded flyers, restocked shelves supplies, organized shelves)
- Dressed up as JMRL mascot for Summer Reading Program Kick-Off for two consecutive years

## SKILLS

**Languages:** English (Fluent), Spanish (Intermediate), French (Intermediate)

**Computer Graphics and Video:** Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Final Cut Pro

**Programming:** Python, Java, JavaScript, HTML, C++, GitHub

**Software:** Microsoft Excel, Microsoft PowerPoint